

630 Policies Series - Breastfeeding Peer Counseling Program

Summary of Policy Changes

April 19, 2012

Subject	WPM (new)	Draft Policies	Past Policy – in our current 630-10 policy
Personnel			
PC Compensation	630-10	LA shall provide adequate compensation and reimbursement for PCs.	LA shall pay PC's at least 80% of a paraprofessional's entry level salary, but not less than minimum wage.
Staffing Ratios	630-10	Eliminates all required staffing ratios.	Gave detailed information on the number of IBCLC and PC Supervisor hours needed per PC.
PC Supervisor Qualifications	630-11	Should have 1 year of experience in counseling BF mothers and credentials of IBCLC, CLC or CLE.	Not previously specified.
PC Supervisor Duties	630-11	Specifies that PC Supervisor oversees PC recognition, community partnerships and State required reports.	Previously did not specify who had responsibility for oversight. Previously did not mention PC recognition.
IBCLC	630-12	Mentors, assists with in-services, communicates directly with health care providers in high-risk cases, stays current in knowledge. IBCLC should attempt to include PC in session for continuity of care and education.	Not previously specified.
PC becomes an IBCLC, but remains a PC	630-13	If a PC becomes an IBCLC she may continue to work as a PC at the PC salary as long as she continues to work within the scope of PC practice and she and the agency mutually agree to this arrangement.	Previously new IBCLCs were considered overqualified for the PC position.
Training			
PC	630-15	Before PC is allowed to counsel, she must have these additional trainings: <ul style="list-style-type: none"> • State approved counseling methods and teaching strategies • At least 8 opportunities or 4 hours to shadow or observe the IBCLC, nutritionist, experienced PC, etc. 	Previously did not specify when the training needed to take place and did not include the two trainings in the adjacent column.
Biannual BPC Program trainings	630-15	All LA BPC Program staff shall attend the Biannual BPC Program staff trainings.	

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Contacts, Communication and Documentation			
Contact Frequency	630-14	New frequency requirements include: <ul style="list-style-type: none"> • contact prenatal women at a minimum by the third trimester; • every 1-2 weeks in the last month before delivery date; • within 24 hours of reported problems and should follow up until problem is resolved; and • 1-2 weeks before returning to work/school and ideally 2-3 days after she starts back to work/school. 	The old policy stated: <ul style="list-style-type: none"> • within 30 days of enrolling. • monthly until 2 weeks before delivery date. • not previously described. • follow up before returning to work/school (no time frame given) and there was no specification about contact after returning to work/school.
Database	630-14	All have to use the Peer Counselor Database (PCDB) until infant is 6 months old. If unable to use PCDB, record on hard copy screen prints and input data within 2 business days of PCDB availability.	PCs who work from home did not need to utilize the PCDB.
Contact definition	630-14	2 way conversation.	Did not specify, but was widely understood that conversations were to be two-way.
Unsuccessful contact	630-14	Unsuccessful contact attempts are logged into the PCDB as a comment.	Not previously specified.
Social Etiquette	630-14	The LA shall have a policy regarding confidentiality, safety and social etiquette for staff and participants if using electronic communication or social media associated with the BPC Program.	Not previously specified.
Exit Surveys	630-11	PC Supervisor does an exit interview with 5% of the participants, two weeks after they leave the BPC Program and all PCs that leave their position.	Not previously specified.
Documentation	630-10	develop a procedure for documenting PC contacts in ISIS or another location that allows all non-PC staff to easily identify the participant's PC	Documentation was not specified previously.
Miscellaneous			
Assisting non-WIC moms	630-14	LAs may allow PCs to give short-term assistance to non-BPC Program participants. Ex: A PC working in a hospital with her participant and a non- WIC mother asks the PC for a little BF help.	Previously not allowed.

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Funding			
Funding	630-10	Describes funding (not every agency has a BPC Program, some have programs in a few of their clinics.)	Not previously described.
Calculating general amount of PC time per contact	630-14	Gives a general guide of the number of PC hours per participant needed for type of contact. Ex: 4-6 calls/hour for phone calls and 1-2 visits per hour for hospital visits.	Not previously specified.
Cleaning Breast Pumps	630-13	PCs cannot use BPC Program time to clean breast pumps	Not previously specified.
Non-USDA funded BPC Program	630-10	LAs with a BPC Program funded outside of the USDA program shall follow all the USDA program policies (with the exception of quarterly reports, the database and restrictions on incentive items)	Not previously specified.